

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #15-027**

OPENING DATE: 11 Mar 15 **CLOSING DATE:** 25 Mar 15 **AGENCY:** 5704 **PIN:** 0113

POSITION: CFA RESOURCES ADMINISTRATOR (ENV)

STARTING SALARY: \$33,901.53

LOCATION OF POSITION: Joint Force Headquarters, 1410 Riverside Drive, Jackson, MS 39202

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

SPECIAL CONDITION: *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

1. A Bachelor's Degree from an accredited four-year college or university in Accounting, Business Administration, Accounting, Management or other related field and one (1) year(s) of budgetary, general management or program management experience ;**OR**
2. Graduation from a standard four-year high school or equivalent (GED) and five (5) years budgetary, general management or program management related experience.
3. Knowledge of State of MS personnel and State purchasing regulations is desirable.
4. Experience in Access and Excel computer programs is desirable.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Consults with staff, management, users, and technical staff to develop projects and monitor policies, procedures, guidelines and regulations pertaining to implementing environmental projects.
2. Determines proper procedure for implementing environmental projects. Performs internal surveys or audits and develops internal controls for environmental section to ensure that the government's interest is protected through all expenditures of funds.
3. Responsible for development of programs to track funding, and compliance with both federal and state environmental and fiscal budgets.
4. Evaluates and submits proposals and integrates into the operating program and for inclusion into the State Operating Budget.
5. Analyzes and evaluates data to develop various programs for budget transactions, general ledgers with several subsidiary ledgers for personnel, operations and maintenance, and state or federal appropriated and non-appropriated fund activities.
6. Identifies where projects cannot be met with existing funds, determines impact and develops alternate methods to achieve the best balance between resources and requirements.
7. Responsible for the direct coordination with federal and state officials and staff personnel concerning environmental policies.
8. Maintains web-based programs tracking all environmental inspections, permits, hazardous waste usage, wetland acreage, and any issues pertaining to environmental laws/regulations to insure environmental compliance and future funding for compliance and mitigation.
9. Submits purchase requests and manages processing of all GFEB's activities to include PR's, PO's, Receipt of Goods, Budgeting and WBS management. Actively manages funds allocation within GFEB's.
10. Monitors data to insure that all proper approvals and documentation are received before funds are obligated.
11. Performs other duties as assigned by Supervisor.

AREA OF CONSIDERATION: OPEN COMPETITIVE

AGO Form 14-R (Revised 1 Oct 14)

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SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and Gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

RESUMES WILL NOT BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14)**, **MS MILITARY DEPARTMENT AND AGO Form 82-2R**, dated **2 Jul 14**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, **website:** www.ms.ng.mil, or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

***MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.**